



Treasury Acquisition Institute

**FY 2006
Training Catalog**



**TRAINING THE ACQUISITION
PROFESSIONAL OF THE FUTURE**



Dear Treasury Acquisition Institute (TAI) Customer:

The TAI staff would like to thank you for your continued support. As our valued customer, we will continue to listen to your needs, provide you with professional service, and deliver high quality training solutions. We are committed to assisting you in your efforts to achieve outstanding performance and career success!

We are pleased to present this year's catalog with a greater variety of course offerings designed with the needs of the Treasury Acquisition Professional in mind. The FY 2006 Catalog offers training in several key areas designed to develop well-rounded, world-class acquisition professionals. These areas include:

- **Contracting**
- **Specialized Acquisition**
- **Business Analysis**
- **Personal Development**
- **Contracting Officer's Technical Representative**
- **IT Project Management**

We welcome your continued input to our program and hope that you will let us know how we may better serve you. We look forward to meeting you at the Treasury Acquisition Institute and continuing our partnership in helping you achieve your professional success.

Sincerely,

Nick Nayak, Chief Learning Officer
Sylvia Ball, Assistant Program Manager
Jodi Stark, Assistant Program Manager
Shonda Yates, Business Operations Specialist
Donald Guy, Business Operations Specialist
Jerome Ellis, Information Technology Specialist

Treasury Acquisition Institute

FY 2006 Training Catalog

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Section 1

Program Overview

Treasury Acquisition Institute Overview

The Treasury Acquisition Institute (TAI) was established by the Department of the Treasury and the Internal Revenue Service in partnership with the other Treasury Bureaus on September 14, 1993. TAI was created to coordinate and lead Departmental and Bureau efforts to obtain the best training possible for their acquisition professionals.

Since commencement, other Federal agencies and organizations have participated in the TAI training program. The current mission of TAI is to obtain cost-effective training solutions to ensure that all participating agencies and organizations receive the finest acquisition training to develop world-class acquisition professionals.

The following is a list of organizations that TAI has served:

Architect of the Capitol
Architectural and Transportation Barriers Compliance Board
Bureau of Alcohol, Tobacco, and Firearms
Bureau of Engraving and Printing
Bureau of the Census
Bureau of the Public Debt
D.C. Department of Administrative Services
Department of Agriculture
Department of Army
Department of Commerce
Department of Homeland Security
Department of Justice
Department of Labor
Department of Navy
Environmental Protection Agency
Executive Office of the President
Federal Emergency Management Agency
Federal Law Enforcement Training Center
Federal Reserve Board
Federal Transit Administration
Financial Management Service
General Accounting Office
Homeland Security
National Credit Union Administration
National Gallery of Art
National Oceanic and Atmospheric Administration
Office of the Comptroller of the Currency
Office of Thrift Supervision
Pension Benefit Guaranty Corporation
Small Agency Council
Treasury Departmental Offices
U.S. Coast Guard
U.S. Customs Service
U.S. Mint
U.S. Patent and Trademark Office
U.S. Secret Service
U.S. Securities and Exchange Commission

Section 2

General Information

About Our Catalog

This Fiscal Year 2006 Training Catalog contains descriptions of courses in federal contracting, specialized acquisition, business analysis, project management and personal development training. We offer results-oriented courses and a professional training environment. Clear and exciting presentations, practical examples and enriching course materials, all help to reinforce major teaching points. Our instructors encourage class discussion and participation to create an environment in which students can learn through sharing and evaluating their experiences.

TAI Points of Contact

Nick Nayak
Chief Learning
Officer
(202) 283-0983

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Manager
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Manager
(202) 283-6970

Shonda Yates
Business Operations
Specialist
(202) 283-1372

Donald Guy
Business Operations
Specialist
(202) 283-1292

Jerome Ellis
Info. Technology
Specialist
(202) 283-7036

TAI Course Times

All courses held at TAI in Oxon Hill start at 8:30 am and end at 4:00 pm unless otherwise noted on the bottom left-hand corner of the confirmed TAI Registration Form.

How To Register

Registration is a simple, 3-step process:

1. Complete the registration form on the last page of this catalog.
2. Have your supervisor indicate approval to attend the session by signing the form.
3. Fax or mail your completed registration form to us. Our fax numbers are (202) 283-1517 or (202) 283-1130. Our mailing address is:

Internal Revenue Service
Treasury Acquisition Institute
Constellation Centre
6009 Oxon Hill Road
Oxon Hill, MD 20745
Attn: Class Registration

If you have questions or need additional information, please call anyone on the TAI staff for assistance.

General Information

Registration Confirmation

You should receive a confirmation within three days of our receipt of your request. If you do not receive a fax or e-mail confirmation within three days, please call anyone on the TAI staff for assistance. Individuals are responsible for making their own travel arrangements. However, no travel arrangements should be made until you receive your fax or e-mail confirmation of registration.

Withdrawal/Substitution/Cancellation Policies

1. If you are unable to attend a class for which you are confirmed, send us a note with your supervisor's signature two weeks before the class start date.
2. If your office wishes to substitute a participant, the substitute participant must complete a registration form. Send us the registration form with a note indicating for whom the participant is substituting. Substitutions are allowed up to the class start date.
3. If TAI has to cancel a course for administrative reasons, we will make every effort to notify all confirmed participants. When we contact you, we will be happy to discuss enrolling you in a future session.

Waiting List

Because of the popularity of our program, many of our courses do fill quickly. When we notify you that the session you requested is full, please let us know if you are interested in being placed on the waiting list. If space becomes available we will contact you.

Dress Policy For Class

The dress policy is casual business attire (no shorts). For your comfort we suggest you bring a jacket or sweater.

Reasonable Accommodations

If you have special needs, please contact TAI. We will make every effort to accommodate your request.

Attendance

You are expected to attend all sessions of the course. If you have to be absent from any portion of the course, notify your supervisor, instructor, and a TAI staff member. Significant absences from the classroom may be reported to your supervisor and may result in your not receiving a certificate of completion.

General Information

Training Certificate

Students who successfully complete training will receive a certificate of completion.

Receiving Messages During Class Hours

Messages for students attending class may be left at (202) 283-1292. Students should check for messages during breaks.

Smoking

Smoking is prohibited in the building. Smokers are asked to use the space provided in the rear courtyard.

Hotel Accommodations

For hotel availability please call the Treasury Acquisition Institute.

Course Locations

DIRECTIONS TO TAI:

From Virginia: Take 495 North over the Woodrow Wilson Bridge (ending up on the Maryland side). Take Exit 4A to Oxon Hill. Stay in the right-hand lane, the building will be approximately ¼ mile on the right hand side next to the Oxon Hill Home Depot.

From Maryland: Take 495 South (staying on the Maryland side) towards Richmond/Alexandria. Take Exit 4A to Oxon Hill. Stay in the right-hand lane, the building will be approximately ¼ mile on the right hand side next to the Oxon Hill Home Depot.

From Washington: Take 295 South to 95 North towards Baltimore. Take Exit 4A to Oxon Hill. Stay in right-hand lane. The building will be approximately ¼ mile on right hand side next to the Oxon Hill Home Depot.

If lost, please call (202) 283-1292.



Section 3

TAI FY 2006 Monthly Schedule of Courses



MONTH	DATE	COURSE TITLE
2005		
October	17-21	Contracting Officer's Technical Representative (COTR) Training
	25-27	Managing IT Projects
November	8-10	IT Risk Management
	9-10	Strategic Sourcing
	14-18	Contracting Officer's Technical Representative (COTR) Training
December	12-16	Contracting Officer's Technical Representative (COTR) Training
2006		
January	4-5	Strategic Sourcing
	9-13	CON 100: Shaping Smart Business Arrangements
	9-13	Contracting Officer's Technical Representative (COTR) Training
	10-12	Introduction to Business Analysis
	17-19	Seven Steps to Performance-Based Acquisition
	23-25	A Guide to Information Technology for the IT Buyer
	24-26	Simplified Acquisitions
	30-2/2	Advanced Contract Administration
	30-2/3	CON 110: Mission Support Planning
	30-2/10	CON 202: Intermediate Contracting
February	6-10	CON 111: Mission Strategy Execution
	6-10	Contracting Officer's Technical Representative (COTR) Training
	13-16	How to Gather & Document User Requirements
	13-17	Earned Value Management Fundamentals
	13-17	Contracting Officer's Technical Representative (COTR) Training
	21-23	Network & Telecom Principles for Project Managers
	21-24	Federal Appropriations Law
	27-3/10	CON 353: Advanced Business Solutions for Mission Support

TAI FY 2006 Monthly Schedule of Courses

MONTH	DATE	COURSE TITLE
2006		
March	6-10	CON 112: Mission Performance Assessment
	6-10	Contracting Officer's Technical Representative (COTR) Training
	14-15	Strategic Sourcing
	14-16	Systems Integration Project Management
	14-16	Seven Steps to Performance-Based Acquisition
	20-23	Advanced Source Selection
	20-24	Logical Data & Process Modeling
	21-23	The 7 Habits of Highly Effective People
	27-31	CON 210: Government Contract Law
	28-29	GWACs, IDIQ Contracts & Schedules
	30	FOCUS
	30-31	Information Technology Contracting
April	3-6	Managing Cost Reimbursement Contracts
	3-7	Contracting Officer's Technical Representative (COTR) Training
	10-14	Contracting Officer's Technical Representative (COTR) Training
	10-21	CON 204: Intermediate Contract Pricing
	11-12	Task Order Contracting
	18-19	Workflow Modeling
	17-21	CON 110: Mission Support Planning
May	1-5	CON 111: Mission Strategy Execution
	1-12	CON 120: Mission Focused Contracting
	9-11	Introduction to Testing for Business Analysts
	9-11	Seven Steps to Performance-Based Acquisition
	15-19	Earned Value Management
	15-19	Contracting Officer's Technical Representative (COTR) Training
	17-18	Information Technology Contracting
	23-24	Strategic Sourcing
	23-24	Incentive Contracts
June	5-9	Contracting Officer's Technical Representative (COTR) Training
	6-7	Task Order Contracting
	12-16	Contracting Officer's Technical Representative (COTR) Training
	12-16	CON 210: Government Contract Law
	13-15	Simplified Acquisitions
	19-23	CON 112: Mission Performance Assessment
	19-30	CON 202: Intermediate Contracting
	20-22	The 7 Habits of Highly Effective People
	26-29	Business Object Oriented Modeling



TAI FY 2006 Monthly Schedule of Courses



MONTH	DATE	COURSE TITLE
2006		
July	10-13	Federal Appropriations Law
	11-12	GWACs, IDIQ Contracts & Schedules
	17-21	Contracting Officer's Technical Representative (COTR) Training
	18-19	Strategic Sourcing
	18-20	Seven Steps to Performance-Based Acquisition
	24-8/4	CON 204: Intermediate Contract Pricing
August	7-11	Contracting Officer's Technical Representative (COTR) Training
	7-18	CON 353: Advanced Business Solutions for Mission Support
	14-18	Contracting Officer's Technical Representative (COTR) Training
	14-25	CON 120: Mission Focused Contracting
September	11-15	Contracting Officer's Technical Representative (COTR) Training



Section 4

FY 2006 TAI Course Offerings



Mandatory Contracting Courses for Treasury 1102 Series Personnel

CON 100 – Shaping Smart Business Arrangements	Page 12
CON 110 – Mission Support Planning	Page 12
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Specialized Acquisition Courses for Treasury Acquisition Professionals

A Guide to Information Technology for the IT Buyer.....	Page 17
Advanced Contract Administration.....	Page 17
Advanced Source Selection	Page 18
Earned Value Management Fundamentals.....	Page 18
Federal Appropriations Law	Page 19
GWACs, IDIQ, Contracts and Schedules.....	Page 20
Incentive Contracts	Page 20
Information Technology Contracting	Page 21
Managing Cost-Reimbursement Contracts	Page 21
Seven Steps to Performance-Based Acquisition	Page 22
Simplified Acquisitions	Page 22
Strategic Sourcing.....	Page 23
Task Order Contracting.....	Page 23

Business Analysis Courses for Treasury Acquisition Professionals

Business Object Oriented Modeling	Page 24
How to Gather and Document User Requirements.....	Page 24
Introduction to Business Analysis	Page 25
Introduction to Testing for Business Analysts.....	Page 25
Logical Data and Process Modeling.....	Page 26
Workflow Modeling.....	Page 26



FY 2006 TAI Course Offerings

Personal Development Courses for Treasury Acquisition Professionals

FOCUS: Achieving Your Highest Priorities	Page 27
The Seven Habits of Highly Effective People.....	Page 27

Mandatory Basic Training Course for Treasury COTRs

Contracting Officer's Technical Representative (COTR) Training.....	Page 28
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IT Project Management Courses for Treasury Acquisition Professionals

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Managing Information Technology Projects.....	Page 29
Network and Telecom Principles for Project Managers	Page 30
Software Testing for Better Project Management	Page 30
Systems Integration Project Management	Page 31

Mandatory Contracting Courses for Treasury 1102 Series Personnel

CON 100: Shaping Smart Business Arrangements

Those new to contracting will gain a broad, comprehensive understanding of the environment in which they serve. You will develop professional skills for making business decisions and advising other acquisition team members toward success in meeting customers' needs. Before delving into technical knowledge and contracting procedures, you will first learn about different mission areas along with the types of business alternatives that may be selected for each area. Knowledge management and information systems, as well as recent acquisition initiatives, will be introduced.

Participation in small group simulation exercises will prepare you to provide contracting support within the overarching business relationships of government and industry and the political roles and relationships required.

DATE:

January 9-13, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

CON 110: Mission Support Planning

This course will introduce personnel new to the contracting field to their role as a business advisor in the acquisition process. It focuses on the students' role in understanding their customers' mission and their ability to plan successful mission support strategies based upon their knowledge of the contracting environment and their customer needs. Students will learn how to use the Federal Acquisition Regulation (FAR), conduct effective market research, develop alternative acquisition strategies, and understand how socioeconomic programs support the acquisition planning process.

Students who successfully complete this course will be able to:

- identify key characteristics necessary to establish successful customer relationships;
- locate information in the FAR;
- identify, select, and analyze sources and types of market research information available for a specific acquisition;
- identify factors to consider when developing an acquisition strategy and requirements documents;
- differentiate between various socioeconomic programs; and
- differentiate between various methods of acquisition and contract types.

DATE:

January 30, 2006 – February 3, 2006
April 17-21, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Mandatory Contracting Courses for Treasury 1102 Series Personnel

CON 111: Mission Strategy Execution

This course focuses on executing the acquisition planning through soliciting industry and awarding a contract. It provides students with the knowledge necessary to execute an acquisition that optimizes customer mission performance. Students will learn the techniques and benefits of early industry involvement in shaping requirements. Students will learn basic procedures for acquisition of both commercial and noncommercial requirements, effectively conduct price analysis, and determine when a price is fair and reasonable. Finally students will learn how to conduct basic competitive acquisitions, process awards, and handle protests before and after contract award.

Students who successfully complete this course will be able to:

- evaluate and determine the adequacy of a purchase request package;
- identify the components of and procedures for preparing an oral or written solicitation;
- identify and select a technique for making a price reasonableness determination;
- recognize factors to be considered when evaluating and providing government financing;
- conduct price analysis to determine a fair and reasonable price; and
- identify appropriate actions to resolve protests.

DATE:

February 6-10, 2006
May 1-5, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

CON 112: Mission Performance Assessment

This course builds on the foundation established in CON 110 and CON 111 and provides students with the knowledge necessary to identify and utilize appropriate performance metrics when evaluating contractor performance. Students will explore processes for working with their customer to ensure contract performance is meeting mission requirements. Students will explore assessment strategies and performance remedies, how to make and price contract changes after award, handle disputes, and finally how to close out completed contracts.

Students who successfully complete this course will be able to:

- evaluate a contractor's performance;
- identify and evaluate commercial and noncommercial financing arrangements;
- determine the appropriate actions necessary to ensure customer satisfaction;
- identify and select the appropriate course of action for resolving a contractor dispute; and
- identify contract closeout procedures.

DATE:

March 6-10, 2006
June 19-23, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Mandatory Contracting Courses for Treasury 1102 Series Personnel

CON 120: Mission Focused Contracting

This is the capstone course for CON Level I students. This course engages the students in the entire acquisition process from meeting with the customer to completing the contract closeout process. Students will have an opportunity to learn and apply leadership, problem-solving, and negotiation skills. Using an integrated case study approach, students will apply the knowledge and skills gained in the previous CON Level I courses.

Students who successfully complete this course will be able to:

- provide contracting advice based on market research;
- prepare a solicitation package;
- prepare, award, and debrief a contract requirement;
- evaluate price reasonableness and conduct price negotiations;
- plan and conduct a post-award conference; and
- modify a contract, exercise a contract option, and complete the contract closeout process.

DATE:

May 1-12, 2006
August 14-25, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

CON 202: Intermediate Contracting

Contracting personnel will gain the skills to perform critical duties required to plan for complex acquisitions, and evaluate, award, and administer complex contracts. After successful completion of this course, the student will be able to: determine the government's need; solicit, evaluate offers, and award contracts; develop a contract administration plan; monitor performance of contractors; modify contracts; process payments; and terminate and closeout contracts.

Major topics include:

- Determining the Government's Need
- Planning for Source Selection
- Source Selection Strategy
- Soliciting the Marketplace
- Evaluations
- Competitive Range and Discussions
- Subcontracting
- Source Selection and Award
- Placing Orders Against Task and Delivery Order Contracts
- Initiation of Contract Administration
- Modifications and Unpriced Actions
- Contract Payment, Financing, and Funding
- Property
- Terminations and Closeout

DATE:

January 30, 2006 – February 10, 2006
June 19-30, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, practical exercises, independent readings

AUDIENCE:

1102 series personnel

PREREQUISITE:

CON 110, CON 111, CON 112 & CON 120

Mandatory Contracting Courses for Treasury 1102 Series Personnel

CON 204: Intermediate Contract Pricing

This intermediate level course is designed to build on Price Analysis and Cost Analysis and give contracting personnel and price/cost analysts' greater capability to handle more complex pricing situations. Use of the computer as an aid to analysis is emphasized. After successful completion of this course, the student will be able to use analytical techniques and applicable references and resources to: analyze prices and costs submitted in complex situations to determine if they are fair and reasonable; formulate cost or pricing positions for a prenegotiation memorandum that support a fair and reasonable price decision for different types of contract modifications; settle a termination; price equitable adjustments pursuant to delays or a stop work order; analyze lease vs. purchase decisions; and analyze progress payment requests.

Major topics include:

- Statistics and Regression Analysis
- Market Research and Commercial Item Pricing
- Establishing and Monitoring Contract Types
- Reviewing the Contractor's Pricing and Accounting Practices
- Evaluating Indirect Costs, Net Present Value
- Price Index Numbers and Economic Price Adjustments
- Pricing Equitable Adjustments and Settlements
- Improvement Curve Analysis
- Analyzing Profit or Fee

DATE:

April 10-21, 2006
July 24 – August 4, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, practical exercises,
independent readings

AUDIENCE:

1102 series personnel

PREREQUISITE:

CON 202

CON 210: Government Contract Law

This course provides experienced contracting personnel with a comprehensive knowledge of the principles of government contract law, their impact on government acquisitions, and the skills to apply these principles to reach sound business judgments. After successful completion of this course, the student will be able to: define the elements of a contract and the federal government's authority to contract; describe the law of agency; identify basic statutes, regulations, case law, and administrative law that define the federal acquisition system; identify sources of commercial terms and conditions; and recognize and avoid situations having legal liability.

Major topics include:

- Introduction to Government Contract Law and Business Ethics
- General Contract Principles and Authority
- Government Contract Formation
- Protests
- Personal and Intellectual Property
- Funding Contracts and Fiscal Matters
- Labor, Social, Economic, and Environmental Concerns
- Fraud
- Inspection, Delivery, Acceptance, and Warranties
- Contract Modifications
- The Disputes Process
- Terminations

DATE:

March 27-31, 2006
June 12-16, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, practical exercises,
independent readings

AUDIENCE:

1102 series personnel

PREREQUISITE:

CON 204

Mandatory Contracting Courses for Treasury 1102 Series Personnel

CON 353: Advanced Business Solutions for Mission Support

Through realistic scenario-based learning, students work in teams to practice developing sound business solutions as a valued strategic and expert business advisor. Student course work is designed to contribute solutions to senior leadership and local supervisors and to provide resources for the Contracting career field via the course community of practice.

Students who successfully complete this course will be able to:

- effectively team, exercise business leadership, and apply expertise (technical, business, and financial) resulting in business solutions that improve mission support;
- innovate and use best practices in combination with critical thinking, problem solving, and dilemma resolution skills for improved planning, execution, and performance management outcomes;
- develop business solutions that reflect consideration of risk and impacts on performance and synthesize policy as well as interests of functional team members and the marketplace; and
- contribute to the development and implementation of change through an improved understanding of the legislative, regulatory, and policy processes.

DATE:

February 27, 2006 – March 10, 2006
August 7-18, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

Experienced 1102 series personnel

PREREQUISITE:

All CON 100 & 200 level courses

Specialized Acquisition Courses for Treasury Acquisition Professionals

A Guide to Information Technology for the IT Buyer

The pivotal effect of information technology in today's organizations requires you to navigate an array of technical jargon and concepts. By increasing your knowledge of the IT function, you can enhance your contribution to business goals and objectives. In this course, you gain knowledge of organization-wide computer systems and learn how to assess technologies to make better business decisions, improve productivity and optimize company resources. In this course you will learn how to:

- Work confidently with information technology and communicate effectively with the IT department
- Assess hardware and software choices to increase productivity in your organization
- Manage information and make better decisions using database technologies
- Apply Internet best practices to extend the reach of your organization
- Take advantage of virtual communications for remote collaboration
- Leverage enterprise-wide systems to automate internal and external business processes
- Evaluate the options for programming and application development
- Identify the key components of your IT systems
- Analyze the effectiveness of an e-commerce Web site
- Select the best collaborative tools for virtual and remote working
- Build a business case for software acquisition

DATE:

January 23-25, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, demonstrations, workshops

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Advanced Contract Administration

Designed to enhance your skills, career and organization, this course presents sophisticated, hands-on instruction. Blending theory, everyday application and proven practices, the course focuses on the most complex aspects of contract administration, including planning, changes, cost monitoring, price adjustments, and accounting, past performance, subcontracting, defective pricing, suspension and debarment. The emphasis is on large, traditionally difficult, multi-task contracts, and on the options and responsibilities government and industry administrators have at each key phase.

You will learn new ways of assessing, managing and solving complex administration challenges and issues. Through extensive case studies, exercises and real-world examples, you will receive the advanced management tools necessary for handling difficult administration situations successfully.

DATE:

January 30, 2006 – February 2, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Specialized Acquisition Courses for Treasury Acquisition Professionals

Advanced Source Selection

In-depth knowledge is the key to success in the government's best-value source selection process. With in-depth knowledge, the acquisition team can plan and execute streamlined, innovative source selections that result in timely selection of high-quality contractors. With in-depth knowledge, suppliers can design customer-focused, fully compliant proposals that clearly articulate their technical and cost solutions.

This course provides the in-depth knowledge and practical skills needed to develop world-class requests for proposals (RFPs), execute highly efficient source selection evaluations and build winning proposals. Students already familiar with the basics of source selection will progress to a deeper level of understanding and skills mastery.

The course is built around an integrated set of practical exercises, relevant GAO case studies, agency best practices and the latest in government source selection directions and trends. Participants will gain an increased understanding of and experience with the critical challenges, common pitfalls and numerous opportunities for innovation that are now available in the government's best value process.

DATE:

March 20-23, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Earned Value Management

This course summarizes the language, data reports, metrics, graphs, and management processes associated with Earned Value Management (EVM) as they apply to acquisition management. The course emphasizes the processes related to the Performance Measurement Baseline (PMB), the Integrated Baseline Review (IBR), and the American National Standards Institute (ANSI) for EVM Systems. Students evaluate and compute basic EVM metrics and EVM metric based Estimates at Completion (EAC).

Students who successfully complete this course will be able to:

- describe, in plain language, the acronyms and meaning of EVM-associated vocabulary;
- identify the program management data elements and processes associated with PMB development;
- understand how the ANSI EVM Industry Standard is used to certify EVM-integrated management systems;
- explain the IBR process and purpose;
- compute and comprehend the meaning of selected EVM metrics and EVM EACs; and
- identify acquisition organizations, stakeholders, and formal agreements associated with EVM.

DATE:

February 13-17, 2006

May 15-19, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Specialized Acquisition Courses for Treasury Acquisition Professionals

Federal Contracting for Administrative Assistants, Support Staff & Nontechnical Personnel

The emphasis and perspective of this unique course is on how the enhanced performance of support personnel can immediately lead to increases in staff effectiveness and in total organizational quality and success. Of equal value to industry and government personnel, this course explains the language and structure of government contracting in clear and precise terms. And, vitally important: the course material can be immediately applied to on-the-job responsibilities.

For newcomers to contracting, this is an excellent opportunity for an immediate advantage in career and organization building. For those experienced in procurement, this is the perfect chance to learn new regulatory requirements and proven job performance techniques.

DATE:

Cancelled

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Federal Appropriations Law

Under the current administration and Congress, financial pressures are mounting—and will continue to do so in the future. For those who handle Federal funds, finding ways to do more with less is essential.

The subtle rules on the availability of appropriations can block an otherwise well reasoned management plan. These rules are difficult to understand and not well known or publicized. Fortunately there are clear precedents that you can follow to avoid reaching an impasse - and to avoid incurring personal financial liability for failure to comply.

This course takes you through every facet of the budgeting and spending processes. You will get a thorough analysis of all funding activities, as seen through the eyes of the contracting, certifying, and disbursing officers. And you will participate in sessions that explore controlling decisions by the General Accounting Office (GAO).

DATE:

February 21-24, 2006
July 10-13, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Specialized Acquisition Courses for Treasury Acquisition Professionals

GWACs, IDIQ, Contracts & Schedules

Today, Federal agencies can choose from a wide range of established contracts when purchasing commercial items, including both supplies and services. There are indefinite-delivery/indefinite-quantity (IDIQ) contracts that are used by single agencies, and multiple-award schedule (MAS) contracts awarded by the General Services Administration that are open for any agency and some federal contractors to use. Among the most popular yet controversial innovations to date are the multi-agency IDIQ contracts known as government-wide agency contracts (GWACs).

GWACs are IDIQ contracts for products and services entered into by one Federal agency but available for use by any other Federal agencies and some federal contractors. Rapidly proliferating for the procurement of information technology, there are at least 30 GWAC programs now in place. About fourteen of these account for purchases estimated at between \$100 million and \$2.9 billion annually.

In this course you will analyze the ways GWACs are awarded and used and discuss issues such as: source selection, ordering procedures, pricing, franchise funds and contract administration. The course also provides a summary of the rules applicable to MAS contracts and the new simplified acquisition rules for open-market purchases up to \$5 million.

DATE:

March 28-29, 2006
July 11-12, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Incentive Contracts

Incentive contracts can be used to motivate the government contractor to control costs and strive for outstanding technical and/or schedule performance. At their best, incentive contracts provide the foundation on which to build win-win outcomes for buyer and seller. Proper selection of contract vehicle and structuring of related incentives minimizes common problems such as: cost overruns, schedule delays and failure to achieve expected results. At their worst, incentive contracts can spell disaster for both buyer and seller when selected inappropriately, structured poorly or administered ineffectively.

The focus of this course is to provide a comprehensive understanding of the decisions to be made when using incentive contracts and the likely consequences associated with those decisions. It also shows how best to optimize performance, minimize costs and motivate delivery.

DATE:

May 23-24, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Specialized Acquisition Courses for Treasury Acquisition Professionals

Information Technology Contracting

With the enormous expenditures of money, time and effort that are now going into the management and ongoing modernization of the government's information and telecommunication resources, this special course is a must.

In this course, you'll learn the essential techniques for successfully researching, planning, evaluating and managing IT acquisitions. Discover the most effective and efficient means for developing IT requirements and structuring solicitations that meet organizational objectives and ensure results. Learn how new commercial item acquisition procedures can help you streamline the acquisition process, reduce procurement cycle times and leverage off-the-shelf products, services and business practices. Learn the key principles of effective IT contract management — from developing effective terms and conditions to managing the contract change process to monitoring contractor compliance to cost, schedule and performance requirements.

This course will help you obtain a clear understanding of the information technology acquisition process. Through classroom exercises and case study analysis, you will receive an assortment of practical IT acquisition tools and techniques that can be immediately applied back on the job.

DATE:

March 30-31, 2006
May 17-18, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Managing Cost-Reimbursement Contracts

On the surface, cost-reimbursement contracting offers the government and contractors a direct route to success. Most often used when the cost of a particular procurement is too uncertain for a fixed-price contract, the process seems simple enough: contractors are reimbursed for allowable and properly allocated costs; the government is limited in its obligation to reimburse costs over a certain limit; and, both sides follow specific procedures at every stage.

Beneath the surface, however, are uncertainties and the potential for significant problems, particularly in contract formation and administration. How do government representatives show that a cost-reimbursement contract is indeed the most advantageous, lowest-cost route to take for a particular project? What type of cost-reimbursement contract is best for the circumstances? How will proposal evaluation and source selection occur if costs are uncertain? What monitoring is necessary to ensure that costs are reasonable controlled and based on efficient practices? This course answers these questions, and more.

The course is a complete cost-reimbursement contracting guide and provides practical guidance needed to understand and efficiently manage cost-reimbursement contracts.

DATE:

April 3-6, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Specialized Acquisition Courses for Treasury Acquisition Professionals

Seven Steps to Performance-Based Acquisition

Seven Steps to Performance-Based Acquisition is a three-day course that gives acquisition professionals the knowledge and tools needed to plan and award contracts using the Statement of Objectives approach. This course teaches a seven step process to develop a performance-based acquisition structured around the desired outcome. By working through the seven steps, students develop performance-based competencies that can be immediately applied to acquisition requirements.

DATE:

January 17-19, 2006
March 14-16, 2006
May 9-11, 2006
July 18-20, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Simplified Acquisitions

The Federal Acquisition Streamlining Act of 1994 (FASA) made key changes in the way Federal agencies conduct their simplified acquisitions (previously called "small purchases"). The act underscored the government's long-standing policy of filling requirements through the use of simplified procedures designed to reduce administrative costs and widen opportunities for small and small disadvantaged businesses to obtain a fair proportion of government contracts. Among other changes, the law introduced a \$100,000 threshold, revised the policies governing set-aside and preference programs, provided super-streamlined procedures for "micropurchases" and identified laws and requirements that are inapplicable to simplified acquisitions.

This course provides in-depth, up-to-the-minute coverage on the full range of small purchase policies and procedures, including the revised Federal Acquisition Regulation (FAR) language. In addition to explaining the many changes that have occurred in the simplified acquisition area, the course also emphasizes the well-established rules that have not changed with FASA, such as compliance with FAR Part 8, required source of supply, the regulatory prohibition against splitting orders, and contract reporting.

DATE:

January 24-26, 2006
June 13-15, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Specialized Acquisition Courses for Treasury Acquisition Professionals

Strategic Sourcing

Governmental agencies are under extreme pressure to drive down costs, improve efficiency and leverage every taxpayer dollar for maximum benefit. In recent years, many governmental departments have coped with mandated or legislated budget cuts, increasing the sense of urgency, relevance and necessity of supplier management to control costs and manage performance. Harnessing Value in the supply chain through strategic sourcing is OMB's response to these extreme pressures. Strategic sourcing is defined as "the collaborative and structured process of critically analyzing spending and using this information to make business decisions efficiently." Take this course and learn how the unique buying power of the government can be used to leverage increased cost effectiveness and better supply chain performance.

This training will focus on developing a strategic sourcing initiative that you can use in your agency. Participants in this course will walk away knowing how to access potential buying sources, establish strategic sourcing goals, develop performance measures and analyze purchases. In addition, attendees will learn key techniques to master relationship development with vendors and communications of contract requirements – fundamental and challenging procurement management skills.

DATE:

November 9-10, 2005
January 4-5, 2006
March 14-15, 2006
May 23-24, 2006
July 18-19, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Task Order Contracting

Even though task order arrangements have been used by government agencies for many years, their use became more widespread during the mid-1990s. These contracts have grown in popularity despite the controversies surrounding them.

Task order contracts provide government agencies with flexible arrangements for acquiring a wide variety of services from commercial organizations. They take many forms, including fixed-price-indefinite-delivery, cost-reimbursement, time-and-materials, labor-hour, or some combination of these. They may require the completion of a clearly defined task, delivery of a level of effort, or both.

This two-day course focuses on the key issues in the formation and administration of task order contracts. It also addresses central controversies, such as competitive practices and pricing and accounting for uncompensated overtime by professional employees. This course will help you understand these flexible arrangements and avoid problems that can arise when they are used.

DATE:

April 11-12, 2006
June 6-7, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Business Analysis Courses for Treasury Acquisition Professionals

Business Object Oriented Modeling

As projects become more and more complex, they continually push the boundaries of the obscure and the unknown. Object orientation (OO) is not just for programming and coding. At a conceptual level, it is changing the way we look at projects by having us view the project, the product or the process in terms of groups of items and processes that have specific properties called objects.

This course provides the participant with a solid introduction to the language of object-oriented modeling, known as Unified Modeling Language (UML) and a view of this requirements elicitation technique through the eyes of the business analyst, not the systems analyst. UML is very useful in identifying and documenting the current processes (AS-IS) and the future processes (TO-BE), regardless of whether it is for a manual process or an IT solution. It will also help identify what other roles and systems (actors) and processes may change due to the outcome of the project.

This course enables organizations to fully exploit the potential of object-oriented modeling by using it early in the project life cycle when the analysis of the business, the users, and the who and what are involved is being accomplished. Participants in the course will work on a real-world case study to gain practical experience in all of the techniques and tools required to fill the role of the business analyst.

DATE:

June 26-29, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

How to Gather & Document User Requirements

Incomplete requirements are often cited as the number-one reason projects or systems fail. Accurately defining the requirements and staying on course from the beginning is the key to success in today's business world.

This "how-to" course introduces the roles of the business analyst as they relate to the analysis and documentation of requirements. It familiarizes participants with core knowledge and skills required to analyze and document user requirements. It also identifies how these requirements are defined and managed throughout the life cycle.

DATE:

February 13-16, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Business Analysis Courses for Treasury Acquisition Professionals

Introduction to Business Analysis

The business analyst's role is the key to defining the requirements of a project at its earliest stages, as well as to planning, defining and validating project scope. It's important to have an understanding of the breadth of knowledge that a business analyst brings to bear in developing business solutions.

This introductory course is designed to give you a basic understanding of the benefits, functions and impact of this critical position. You'll experience how a business analyst supports the project, from establishing its scope in the analysis phase to ensuring the requirements have been met in the testing phase. The course provides a special focus on the business analysis function as it relates to developing information technology solutions, given that such an understanding is essential for project success.

After completing this course, you'll understand why and when to involve the business analysis function. Plus, you'll have a working vocabulary to enable you to communicate effectively with those who perform that role. If you are new to the role of the business analyst and need to pursue more in-depth skill development, you'll leave this course with the framework necessary to support your future efforts.

DATE:

January 10-12, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Introduction to Testing for Business Analysts

Test plans should not be left for last!

Failure to develop a plan to test the right things at the right time can result in cost overruns, missed completion dates, undetected errors and dissatisfaction among customers and users.

In this course, you'll learn the necessary skills to construct effective test strategies and test plans to verify and validate requirements—enabling you to deliver the quality your business demands. You will also be able to communicate the rationale for and value of planning and conducting the various necessary reviews and inspections. You'll gain an understanding of black box and glass box (white box) testing from a business analyst's perspective—and you'll know how to communicate with those who perform the systems analyst function.

DATE:

May 9-11, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Business Analysis Courses for Treasury Acquisition Professionals

Logical Data & Process Modeling

In today's complex business environment, integration of multiple functional areas combined with fuzzy requirements is a fact of life - a picture can be worth a thousand words. The technique of logical data and process modeling focuses on presenting a complete picture of the important requirements of the business (and the related project) through significant user involvement in the analysis phase.

This course offers a complete education on the techniques used to effectively analyze any business function (referred to as a "business area") and to create logical data and process models. Participants will look at business rules, policies and procedures without being limited by current technology or organizational structure.

DATE:

March 20-24, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Workflow Modeling

To develop a complete picture of the important requirements to support the business, the next critical step is documenting the workflow of the business area as it currently exists. Only then can you move forward to design the solution to support the business needs.

The workflow model uses the Logical Process Model to diagram each process as a workflow. This step will enable you to discover and address any unstated requirements prior to finalizing the project plan. The workflow diagrams are the key to effective analysis and communication.

This course presents techniques for modeling the workflow of a business area. Participants will learn to construct flowcharts of current operating procedures and look for areas of improvement. You'll leave prepared to use these tools to describe the "as is state" of a business and move to the "to be state" of the solution.

DATE:

April 18-19, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Personal Development Courses for Treasury Acquisition Professionals

FOCUS: Achieving Your Highest Priorities

The *FOCUS* workshop presents an engaging and inspirational learning experience and will change your life in ways you never thought possible.

In this workshop, you will begin a process and journey to a new way of thinking about personal and professional focus and accomplishment. You will learn how to identify -- and focus -- on the tasks and priorities that matter most so that you can deliver maximum results every day. You will learn to turn the things you have to do into the things you want to do.

DATE:

January 26, 2006
March 30, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

The Seven Habits of Highly Effective People

This course teaches the seven habits of highly effective people and discusses the relevance of each of the habits to work and personal life. In addition, this course demonstrates tips, techniques, and strategies for implementing each of the seven habits to improve performance.

DATE:

March 21-23, 2006
June 20-22, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Mandatory Basic Training Course for Treasury COTRs

Treasury Contracting Officer's Technical Representative (COTR) Training

The complexity of Federal contracting continues to increase every year. Contracting Officer's Technical Representatives (COTRs) are technical employees who perform contract-related duties and play a vital role in acquiring goods and services for the Government. In addition, COTRs play a critical role in ensuring that contracting is conducted in an effective and efficient manner that meets the public's interest. COTRs have many responsibilities including, but not limited to, participating in acquisition planning and market research; developing specifications and work statements; evaluating offers and assisting in source selection; and monitoring and evaluating contractor performance.

This course covers all material current with the most recent regulation and policy changes as it relates to COTRs including, but not limited to:

- Roles, responsibilities and authority in the federal acquisition process
- Policies, regulations and laws related to federal acquisitions
- Acquisition planning, contract formation, contract management and contract administration processes including contract closeout
- Market Research
- Writing contract specifications and work statements
- Evaluation planning, source selection and review of bids/proposals
- Monitoring contract/contractor performance
- Procurement ethics
- Performance Based Contracting
- Competitive Sourcing
- Treasury and IRS Contractor Background Investigation requirements

DATE:

October 17-21, 2005
November 14-18, 2005
December 12-16, 2005
January 9-13, 2006
February 6-10, 2006
February 13-17, 2006
March 6-10, 2006
April 3-7, 2006

April 10-14, 2006
May 15-19, 2006
June 5-9, 2006
June 12-16, 2006
July 17-21, 2006
August 7-11, 2006
August 14-18, 2006
September 11-15, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

Personnel who are preparing to work as a COTR

PREREQUISITE:

None

IT Project Management Courses for Treasury Acquisition Professionals

IT Risk Management

The unique challenges of IT projects make it mandatory that a successful IT project manager be a skilled risk manager. Risk will always exist in IT projects given the need to deal with challenging requirements and expectations, complex and ever-changing technologies and business needs, and aggressive schedules and budgets to support business success. However, it is not inevitable that risk management will be an impossible task that will result in your being viewed as reactive, or worse, unresponsive.

In IT Risk Management, you'll learn to look at risk management as a way to seize opportunities, minimize threats and achieve optimum results. You'll work through the proactive approach to threat and opportunity—based on a clear understanding of the powerful nature of both qualitative and quantitative approaches to risk management. You'll leave this course prepared to face the challenges and opportunities of risk management with new practices to apply in your environment and new insights on the implications and advantages of applying risk management well.

DATE:

November 8-10, 2005

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Managing IT Projects

Today's IT projects present unique challenges to the project manager requiring coordination with many stakeholders and integration of various technological capabilities. In Managing IT Projects, you'll discover critical success factors and hidden risks inherent in IT projects—and you'll leave with an understanding of strategies and techniques developed in the field by experienced IT project managers for successfully managing IT projects.

"IT" means different things to different people. This course addresses all areas of IT project management: hardware, software, systems integration, communications, and human resources. It addresses the role of the project manager and the project team at each phase of the project life cycle, helping you gain the foundation, basic experience, techniques and tools to manage each stage of your project. You'll learn techniques to determine customer requirements, set goals tied directly to stakeholder needs, get the most from your project management team, and utilize project management tools to get work done on time and within budget.

DATE:

October 25-27, 2005

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

IT Project Management Courses for Treasury Acquisition Professionals

Network & Telecom Principles for Project Managers

The proliferation of networking systems is forcing IT project managers to learn about voice and data networks on the fly. A growing global economy is making unprecedented demands of organizations' data communications capabilities. Project managers must understand and converse intelligently with project team members, vendors, and customers to understand and meet requirements.

In *Network and Telecom Principles for Project Managers*, you'll learn the fundamental principles in data networks with an emphasis on incorporating communication capabilities in information systems design. Learn how network and telecommunications technologies are evolving and how communications systems function and integrate with existing architectures. Explore how standards apply to networks and which constraints influence the design and implementation of network and telecommunications projects. In this course, you will get the background you need to identify and handle the risks, constraints, resourcing, and scheduling aspects of network and telecommunications projects.

DATE:

February 21-23, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

Software Testing for Better Project Management

Many organizations wait until late in the development cycle to test new software and often limit testing due to time constraints. This approach can create pain for the project manager in the form of cost overruns, missed completion dates, overlooked requirements, undetected errors and dissatisfaction among customers and users.

In this course, you will discover why and how to integrate testing throughout the software development process in order to uncover bugs, ensure performance, enhance quality and lower costs. Using a set of integrated classroom exercises beginning with requirements validation and ending with implementation, this course demonstrates how management of testing activities relates to the life cycle of projects involving software development of projects.

Gain the necessary insight and training to develop, document and execute a project plan that incorporates an ongoing software testing program. Get specific tools to enable you to plan for and assess test results.

DATE:

Cancelled

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None

IT Project Management Courses for Treasury Acquisition Professionals

Systems Integration Project Management

Today's information technology project manager faces projects of increasing size, complexity and risk. Your job as project manager is to make sure that all of the components come together and to see that the project is completed on time and within budget.

Yet the definition of "all the components" keeps getting broader and more complex. More and more IT projects depend on critical systems integration (SI) issues, including client/server development, open systems design, enterprise solution implementation, legacy systems maintenance and multi-site deployment.

Now you can identify and explore the complex technical and business issues involved in integrating custom software, hardware solutions, telecommunications networks, commercial off-the-shelf software (COTS), business procedures and services, and support facilities.

Through case studies and classroom discussions, you'll experience what it takes to be the project manager on a typical SI project. You'll develop an understanding and appreciation of the problems that can occur and explore ways to solve them. And you'll gain an understanding of the critical need for a systems integration project manager on large IT projects in the real world.

DATE:

March 14-16, 2006

LOCATION:

TAI – Oxon Hill, MD

COURSE FORMAT:

Lecture, discussion, case studies, and practical exercises

AUDIENCE:

All acquisition personnel

PREREQUISITE:

None



Internal Revenue Service
Constellation Centre
6009 Oxon Hill Road, Oxon Hill, Maryland 20745
Phone: (202) 283-1292

COURSE REGISTRATION FORM

To Register: Complete all information and have your supervisor sign form. Completed form can either be mailed to TAI at the address above, faxed to (202) 283-1130 or emailed to Donald.I.Guy@irs.gov. If emailing, please use an Adobe PDF document that shows the supervisor's approval (signature) on the course registration form.

NAME: _____

>> EMAIL ADDRESS: _____ <<

TITLE: _____ SERIES/GRADE: _____ SEID: _____

In case of emergency, please notify: _____ (Name/Number)

Supervisor's Name/Phone: _____

>> SUPERVISOR'S SIGNATURE: _____ <<

DEPARTMENT: _____

AGENCY: _____

OFFICE SYMBOLS: _____

WORK PHONE #: _____ HOME PHONE #: _____

FAX PHONE #: _____

COURSE TITLE: _____

DATE OF COURSE: _____

ALTERNATE DATE IF CLASS IS FULL: _____

CONFIRMATION INFORMATION (For TAI Staff Use Only)

The following information has been confirmed for your class unless otherwise notified by a member of the TAI Staff

Course Time

8:30 am to 4:00 pm

Course Location

TAI, Constellation Centre, Oxon Hill, MD

1st Floor

- ☐ Room 103
☐ Room 104
☐ Room 110

7th Floor

- ☐ Room 725B
☐ Room 726A

Location is subject to change

TAI Staff Approval _____

TAI STAFF

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TAI Cancellation Policy



If TAI has to cancel a course for administrative reasons, we will make every effort to notify all confirmed participants. When we contact you, we will be happy to discuss enrolling you in a future session.

Student Withdrawal Policy

If you are unable to attend a class, please send us a note with your supervisor's signature
two weeks
before the class start date.

No shows will result in agency being charged for course.

Reasonable Accommodations

If you have special needs (i.e. interpreter), please list them here:

